Hiring Process Checklist

o **Get approval to advertise a vacant position in PeopleAdmin**
  - Advertising Resources and Templates
  - PeopleAdmin User Guide – How to Advertise a Vacant Position
  - Search Committee Guidelines
  - Writing an Effective Job Description

o **Advertise the vacant position**
  - Once the position is approved by all parties, it will be posted on the TTU website for a minimum of 10 calendar days.
  - Human Resources will place an ad in HigherEdJobs and Diverse Issues in Higher Education.
  - Hiring departments place and pay for any additional advertising.
    - ✓ For Administrative Pay Grade AD40-AD44, one additional ad will be required.
    - ✓ For Administrative Pay Grade AD45 or above and faculty positions, two additional ads will be required.
  - Advertising Guidelines

o **Review all application materials**
  - After the deadline/screening date, the hiring department/search committee will review all application materials for minimum/preferred qualifications.
  - How to use a Hiring Matrix
  - Example of a Hiring Matrix
  - PeopleAdmin User Guide – Guest User Instructions
  - PeopleAdmin User Guide – Managing Applicants
  - PeopleAdmin User Guide – Search Committee Instructions

o **Get approval to interview**
  - Once the hiring department/search committee selects candidates for interviews, you will need to request interview approval from Human Resources.
  - Approval to interview is completed through PeopleAdmin. If a matrix is used, it will need to be emailed to TTUemployment@tntech.edu prior to receiving approval to interview.
  - When an applicant is approved for interview, an email will automatically be generated and sent to the Applicant Reviewer. The department will notify, schedule, and perform the interviews.
  - Phone/Skype interviews must be approved by Human Resources prior to contacting applicants and conducting interviews. References should only be contacted after receiving approval to interview.
  - For Faculty positions, an email with instructions will be sent from the Office of the Provost.

o **Contact applicants for interview**
  - Interviewing guidelines and best practices

o **Get approval to hire**
  - Once interviews have been conducted and a candidate has been recommended for hire by the search committee/department, the Applicant Reviewer will change the status of the candidate to Recommend for Hire in PeopleAdmin.
  - An electronic PAF (Personnel Action Form), located under the Employment Forms tab of the HR website, will be created and approval signatures obtained through DocuSign Electronic Signature Service.
  - For Faculty positions, a memo explaining why the chosen candidate was selected over the other candidates interviewed must be attached to the PAF. The FQC (Faculty Qualifications Certification) should be attached to the PAF as well.

o **Make an offer**
  - No commitment can be made, nor can any position be officially offered to a candidate until all approvals have been granted. Human Resources will notify the department by email once all approvals have been received and a verbal offer can be officially made contingent on results of a background check and verification of educational degrees (the copy of the completed PAF received by email from Human Resources via DocuSign is not the approval to hire email.)
  - Upon the acceptance of the verbal offer, Human Resources will send the applicant an offer letter for the signature for Administrative and Clerical & Support positions. For Faculty positions, the employment agreement will be sent by the Office of the Provost.

o **Change applicant statuses**
  - Change the applicant statuses in PeopleAdmin

o **Notify other applicants**
  - After receiving the signed offer letter and results of the background investigation, Human Resources will mark the posting as filled, which generates an automatic email to each applicant. This email is based on the status of the Interviewed Not Hired or Not Interviewed Not Hired.